

## **LEVEL ONE PLAN SUBMITTAL REQUIREMENTS FOR PROJECTS OVER 10,000 SQ.FT.**

**Level One Zoning Review Submittals Must Include:** a completed Zoning Application, Fire Protection Water Supply Analysis Form, Completed Project Checklist, and (3) Full Sets of Completed Drawings, (1) Reduced Set of Completed Drawings on 11" x 17" paper

(Level 2 and Level 3 projects: Contact Planning Department for required Pre-Application process and checklists (828) 259-5831)

### **Site plans must include a "Title Block" containing the following information:**

REQUIREMENT	Applicant to Check	N/A	Planning Staff
Name of property owner(s)			
Name, address, and phone number of contact person			
Name of project			
Location of project, address and a vicinity map			
Name of design professional with seal and signature, <i>if applicable</i>			
Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft			
North arrow			
PIN number(s)			
Date of drawing and any subsequent revision date			
Zoning District(s), provide overlay districts, <i>if applicable</i>			
Provide proposed use and number of residential units (when applicable)			
Name or title of plan (e.g. sketch plan, site plan, landscape plan)			
Size of property in acres			
List number of parking spaces required and the number of spaces proposed for the project			
Calculate and list open space requirements by type and percentage, <i>if applicable</i>			

### **The Site Plan must include the following:**

REQUIREMENT	Applicant to Check	N/A	Planning Staff
Show all existing property boundaries with dimensions (show entire property)			
Show zoning boundary and split zones, <i>if applicable</i>			
Show all existing overlay zones, <i>if applicable</i>			
Show and label all flood zones, <i>if applicable</i>			
Provide topographic lines at 5-foot intervals and the average slope of the natural terrain <i>if</i> any portion of the lot is at or above an elevation of 2220'.			
Show neighboring properties and Zoning Districts			
Show all streets that abut the lot; provide street name, width of road and dimension the road right(s)-of-way			
Show all <u>existing</u> and <u>proposed</u> access points to the site (Note if any access points are not to be used or to be closed)			
Show and label <u>existing</u> and <u>proposed</u> sidewalks and their relation to the right-of-way			

Show required setbacks: note and dimension any encroachments: note distances from proposed buildings to property lines and distances between buildings			
Show and label all <u>existing</u> and <u>proposed</u> structures, renovations, parking, loading docks, dumpsters and outdoor storage areas			
Note or show all proposed building heights and number of stories			
Note or show building size and square footage			
Provide impervious surface area calculations			
Show accessibility compliance per NCSBC-Volume 1-C, showing 1 foot topographical increments (i.e. handicap ramps, handicap parking, etc.)			
Show visibility triangle at driveway(s)			
Show and label all traffic control devices, both onsite and offsite			
Show proposed parking lot layout and direction of traffic flow			
Show and dimension lot aisle width and parking spaces, including handicap spaces			
Show location and list number of shared parking spaces ( <i>if applicable, provide shared parking agreement between parties</i> )			
Show and label required bicycle parking			
Show and indicate location(s) of nearest fire hydrant(s)			
Show <u>existing</u> and <u>proposed</u> parking lot lighting and/or security lighting			
Show <u>existing</u> and <u>proposed</u> water lines and sewer lines and their easements			
Show all <u>existing</u> and <u>proposed</u> catch basins, drainage structures, ditches, etc.			
<b>When submitting plans for sites with multiple buildings to be constructed in phases, a master plan <u>must</u> accompany the site plan <u>clearly</u> delineating the project phases</b>			

**Landscaping Requirements: Refer to Section 7-11-3 of the Unified Development Ordinance for specific requirements**

REQUIREMENT	Applicant to Check	N/A	Planning Staff
Provide a list (key) noting proposed plantings by species and size			
Show the location and species of any tree in the public right-of-way. Note if any are to be pruned or removed			
Show location and note the type of ground cover proposed ( <i>stone mulch is not permitted</i> )			
Provide all calculations used to determine all landscaping requirements (i.e. street trees, buffer-yard plantings, parking lot landscaping, building impact & tree save landscaping)			
Show location and dimensions of <u>existing</u> and <u>proposed</u> buffer-yard areas			
Note the required buffer-yard classification and provide species of both <u>existing</u> and <u>proposed</u> landscaping within the buffer-yard			
Show location and species type of street trees (label existing and proposed)			
Show location and type of required parking lot landscaping (label existing and proposed)			
Show location of existing vegetation - label species type and size for any landscaping being preserved and credited towards the landscape requirements			

Show location and details of protective barriers for preserved vegetation in accordance with Section 7-11-3(c)(2) of the Unified Development Ordinance			
Show screening requirements for retaining walls, dumpsters, outdoor storage areas and utility structures			
<i>If requesting Alternative Compliance</i> , a letter explaining and justifying the need for alternative compliance is required with the submittal. The plans must show existing site features and any additional material the property owner will plant or construct in order to meet the intent of all the landscape requirements			

**Checklist and Plans are to be submitted to the Development Service Center, located at the Public Works Building, 161 South Charlotte Street, Asheville, NC, 28801 (828)259-5846**